



## Revenue Careers



**Tired of Diminishing Returns? Invest in a Great Career at Revenue!**

### Great Careers!

Explore opportunities with Department of Revenue! Revenue's dynamic team is comprised of dedicated professionals who fairly and efficiently collect revenues and administer programs to fund public services, and advocate sound tax policy. We provide great solutions and service by attracting and retaining the best talent and building a diverse workforce. Our employees are our greatest asset. As a member of Revenue's team, you have an important role in our agency mission.

### Great Talent!

The Department of Revenue employs approximately 1,000 people, including revenue auditors and agents, tax examiners, administrative law judges, property appraisers, foresters, and computer analysts.

### Great Location!

Revenue headquarters is located in Olympia, home to the state capitol. The city, located on Puget Sound's southernmost tip, is rich in history, culture, and natural beauty.

**Position:** Audit Project Manager (WMS 2)

**Division:** Audit

**Location:** Tumwater, WA

**Notice:** WMS 06-0006

**Opens:** May 25, 2006

**Closes:** June 2, 2006

### Primary Duties:

Manages and directs division-wide projects at the direction of the Audit management team to implement strategies for meeting Audit program objectives. Develops and implements project objectives including enhancement of performance measures, coordinates budget for the division, coordinates Government Management Accountability and Performance (GMAP), gathers and analyzes statistical data and management information, assessing the efficiency and effectiveness of audit efforts, and coordinates training for division staff. Exercises the authority to make decisions concerning planning, implementing, monitoring and scheduling projects. Acts as a division liaison by coordinating non-tax related projects that may be intra or interdivisional.

### Compensation:

\$52,050 - \$63,617 annually (WMS 2), depending on qualifications. Outstanding benefits including health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; dependent care assistance program; employee advisory service; deferred compensation plans; educational benefits program; 11 paid holidays; Commute Trip Reduction Incentives; flexible work hours; training; and state retirement plans.

### Qualifications (Knowledge, Skills & Abilities):

This position requires a working knowledge and full utilization of management principles, long range planning, communication techniques, project management, computer applications, budget management, cost benefit analysis, training needs assessments, human resources management practices supervisory staff management, negotiating, and principles, delegation, motivating, mentoring and continuous quality improvement tools.

This position requires knowledge of the Washington Revenue Act of 1935, as amended; rules, policies and court decisions affecting the audit program; principles and procedures

Olympia's location provides easy access to the Cascade Mountains, Olympic Peninsula, and the Pacific Ocean.

### Great Benefits!

- Competitive salaries
- Excellent health and retirement benefits
- Generous paid vacation and holidays
- Promotion opportunities
- Cross-training opportunities
- Continuous learning opportunities
- Talented co-workers
- Meaningful and ethical work
- Serving citizens and making a difference

Visit us at [www.dor.wa.gov](http://www.dor.wa.gov)

### How to Apply

E-mail: [jobs@dor.wa.gov](mailto:jobs@dor.wa.gov)

FAX: (360) 664-0658

Mail: Department of Revenue  
Office of Human Resources  
Attention: Recruitment  
P.O. Box 47463  
Olympia, WA 98504-7463

### Working Together to Fund Washington's Future

governmental and industrial accounting and auditing.

This position requires ability to manage and direct staff dedicated to special projects; communicate effectively across a broad spectrum of professional/managerial and clerical level staff; interpret and articulate excise tax rules, policy and procedures; effectively coordinate both horizontal and vertical echelons; analyze internal administrative and agency systems and procedures. Requires an ability to work independently; balance tactical and strategic planning to accomplish organizational objectives. Requires an ability to lead and participate in committees and teams within the department to achieve maximum efficiency in meeting divisional and agency objectives.

The successful candidate should have at least a Bachelor's degree involving major study in accounting or closely allied field. Requires excellent oral and written communication skills and leadership skills.

### How to Apply:

A letter of interest addressing your experience and qualifications relevant to the position, state application, with a resume listing name of employer, dates of employment, education, and a minimum of three employment references with current telephone numbers: one supervisor, one subordinate (if applicable), and one person outside your immediate work environment.

You are encouraged to return a voluntary Applicant Profile Data Sheet. Applicant Profile Data Sheets can be downloaded at <http://hr.dop.wa.gov/forms/ApplicantProfileDataForm.doc> Completion of this form is voluntary. Information gathered will be used for statistical purposes only and will be kept confidential.

**Application materials must be received in the Office of Human Resources by 5:00 PM on the closing date of the recruitment announcement to the following address:**

Submit Applications to:

E-mail: [jobs@dor.wa.gov](mailto:jobs@dor.wa.gov)  
*please indicate position title in subject line*

Fax: (360) 664-0658  
*please indicate position title on cover*

Mail: State of Washington Department of Revenue  
Office of Human Resources  
Attention: Recruitment  
P.O. Box 47463  
Olympia, WA 98504-7463

### Special Note:

Prior to any new appointment into the Department of Revenue, a

background check will be conducted.

The Washington State Department of Revenue is an equal opportunity employer. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, and disabled and Vietnam era veterans are encouraged to apply. Persons of disability, who need assistance in the application/testing process, or those needing this job announcement in an alternative format, may call the Office of Human Resources at (360) 725-7501, TDD/TTY (360) 664-0580.